

WMS: Did You Know?

From Professor Merlot



Product Unit Price - How to change it on the Invoice?

#18

You are working on an Invoice for a customer and you notice that the Unit Price for a product you just entered is incorrect. Here's how you quickly correct it:

- The wine, "Sel Argentine Malbec" shows a **Unit Price** of \$110.95, it should be \$120.00.

Invoice - Point of Sale

Sold To: Outbeloww, Luke

Invoice Date: Oct-24-2010

Invoice Number: 11719

Qty	Item Product	Sale	Bottle Date	Appointment	Disc%	Disc\$	Price	PST	GST	Total
1	Sel Argentine Malbec		12-06-2010		0%	\$0.00	\$110.95	\$0.00	\$0.00	\$110.95
1	6wk Equip Charge/Service				0%	\$0.00	\$40.00	\$0.00	\$2.00	\$42.00

Record: 1 of 2

Invoice Summary:

Invoice	Discount	PST	GST	Inv. Total	Total Paid	Balance
11719	\$0.00	\$0.00	\$2.00	\$152.95		\$152.95

- Move your mouse to the Item Product, Sel Argentine Malbec, and click ONCE anywhere in the name.

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- You should notice that the wine is highlighted and the **Drop Down** box is now showing.



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- Now that the focus is on the product you want to change, press the **Add/Edit Product Details** button

The screenshot shows the 'Invoice - Point of Sale' window. At the top, there are tabs for 'Invoice - Point of Sale', 'Customer Info & Comments', and 'Verify In Production'. Below the tabs, there are fields for 'Sold To', 'Invoice Date', 'Invoice Number', 'Make Date', 'Salesperson', and 'Referred By'. A table lists items with columns for Qty, Item Product, Sale, Bottle Date, Appointment, Disc%, Disc\$, Price, PST, GST, and Total. The 'Add/Edit Product Details' button is highlighted with a red arrow.

- You will jump to the **Products** form and by tabbing to the **Unit Price** field (as it is highlighted below), change the value from **\$110.95** to **\$120.00**
- Press the **Save** button.

The screenshot shows the 'Products - From Invoice' window. The 'Unit Price' field is highlighted with a red arrow. The window contains various fields for product information, including 'Product Name', 'Supplier', 'Product Number', 'Sales Category', 'Unit Price', 'Cost Price', 'Quantity Per Case', 'Units In Stock', 'Units On Order', 'Reorder Level', 'Average Cost Price', 'Discontinued', 'Sale', 'Gift Certificate', 'Notes', 'Applicable Taxes', 'Indicators', 'Inventory', and 'Product Status'.

- Press the **Door** button to return to the Invoice with the new price displayed on your Invoice.

